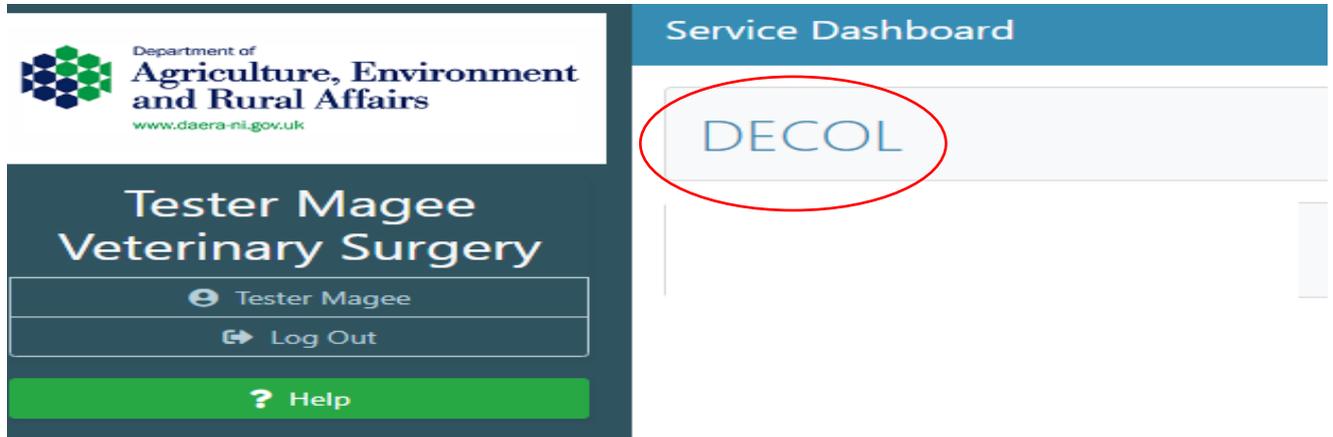# AVP Portal- DECOL-Dashboard Features Explained

- To access the DECOL dashboard, the user must click on the Decol Panel.

The DECOL dashboard appears as per the image on the next page. Each **row** represents an individual application and the **column** headers are a snapshot of the key information about the application including;

- EHC Number
- Original EHC Number (for replacement certificate applications)
- Date of Loading
- Processing Office
- Commodity
- Destination
- Dispatch Premises
- Requesting Exporter
- Status (Status of the application)

- The application list can be filtered using any of these values by either entering data into the column search bar or by clicking the relevant filter button on the top bar. For instance if a user is trying to locate information for application **22/3/144769**, they can enter that number in the 'EHC Number' column search bar or select the adjacent filter to arrange all applications in numerical order.

- Users can sift through all of the applications in a list by clicking the 'Back' and 'Next' buttons.

< Back	👁 **1-6** of **6**	Next >

- Users can also select how many applications they want to appear in the screen view at any one time by selecting '10', '20', '50' or 'View All Rows'.

View all rows	50	20	10

- On the left hand side of the main dashobard screen, there are two menus for selection- **'Awaiting Export'** and **'Recently Processed'.**

- The **'Awaiting Export'** menu will display a list of all the applications which are newly received or have yet to be reviewed and completed by aPVPs in the Practice Portal.

- The **'Recently Processed'** menu will display all of the applications that have been reviewed and completed by aPVPs in the Practice Portal.

  These enable the user, not only to plan their future workload, but also to see, at a glance, all of the historically certified applications, including the pertinent details and documents associated with those applications.